

EXECUTIVE SUMMARY

The Human Resources Department has completed a revision of the City of College Station's Employee Handbook. The goals of the revision were to ensure that the Handbook is accurate, more organized and easier to read, complies with all applicable federal, state, and local laws pertaining to employment-related matters, and helps to promote the consistent application of policies from department to department. The City's Legal Department, City Management Team, Departmental management staff, and the City's Employee Involvement Committee has reviewed the Handbook to validate the accomplishments of these goals.

The revised Handbook, which is on file in the City Secretary Office for your review, contains a table of contents, ten (10) primary sections, and a policy index. The highlights of the ten (10) sections are:

Section 1: General Provisions

- This section identifies and defines the organizational structure and roles. It also establishes the purpose of the Handbook and the City's right to amend employment policies and procedures.

Section 2: Staffing and Development

- Details the City's hiring procedures and practices. In this section, we communicated the City's commitment to equal employment opportunity, clarified the City's nepotism policy, and new hire conditional requirements (i.e. drug screening driver's license and criminal background checks).

Section 3: Employment

- This section defines what constitutes full-time, part-time, temporary and seasonal employment. It also addresses the City's operational policies, including hours of work, lunch and break periods and attendance. Additionally, the employment policies regarding promotions, demotions, secondary employment and employment separation are included.

Section 4: Compensation

- The compensation section includes information on the pay plan, pay and pay day, overtime pay, and compensatory time off.

Section 5: Employee Benefits and Services

- This section includes a brief description of all of the employee benefits offered by the City, including health plans, group life plans, dependent life plans, and retirement plans. This section also includes information about sick leave, vacation accruals and holiday time.

Section 6: Approved Leaves

- This section delineates employment policies on jury and court service leaves, administrative leave, military leave, FMLA leave, and personal leave of absences without pay. This section also establishes a neutral leave employment policy for the City.

Section 7: Employee Development and Reimbursement Procedures

- This section communicates the City's employee development policy. It also provides information on educational reimbursement, professional memberships, training classes/seminars, conferences and meetings, travel, transportation, lodging, meals and personal time off taken in conjunction with business travel.

Section 8: Health and Safety

- This section includes health and safety policies designed to incorporate safety, loss prevention, and risk management into all aspects of City operations. This section also describes the employee's responsibility in helping to maintain a safe work environment. Health and safety policies included in this section are worker's compensation, modified work duty program, vehicle driving, and city owned vehicle use, substance abuse, workplace violence, concealed weapons, and guidelines for emergency operations.

Section 9: Employee Conduct

- This section details the expected conduct of City employees. The following employee conduct policies and the consequences for violating the policies are included: code of ethics, council contacts, political activity, conflicts of interest, professional appearance of employees, acceptance of gifts, solicitation, sexual harassment, other forms of harassment, reporting an arrest, computer software use, internet, electronic mail and voice mail, cell phone, personal telephone calls, theft or misuse of city property and city procurement card.

**Section 10: Discipline and Appeal Procedures
Grievance Procedures**

- This section describes the progressive discipline procedures, the appeal procedures, and the grievance process.

Several employee communication sessions will be scheduled to go over the contents of the revised Employee Handbook with City employees. New employees will receive a copy of the revised Employee Handbook during new hire processing.